

 King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual		
	<u>Chapter 1</u> Administration and Personnel Management		
1.03.042 - Equity Teams	Approved By:	Director Allen Nance	
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	Reviewed By:	PRC, EIB Manager	
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Purpose

Recognizing that equity, racial, and social justice are integral to our mission, essential for the well-being of our staff, and crucial for the betterment of the communities we serve. The objective of this policy is to direct DAJD employees to incorporate these principles into existing policies, guidelines, business practices, and operations of the department. The department aims to create a more inclusive, fair, and just environment by transforming practices and policies that perpetuate inequities, with racial and social justice as guiding principles.

This policy aligns with the King County Equity and Social Justice Ordinance 16948 and the County Equity and Social Justice (ESJ) Strategic Plan.

Policy

DAJD shall maintain an Equity Engagement Team, and an Equity Leadership Team to perform work which continually engages and encourages all employees in applying a pro-equity lens to DAJD workplace policies, protocols, and practices, as well as fostering a culture of inclusion and belonging.

References

Federal: [Title VI of the 1964 Civil Rights Act](#)
 RCW: [49.60 Discrimination - Human Rights Commission](#)
 King County: [King County Fair and Just Ordinance 16948](#)
[HR Policy 2022-001 Reasonable Accommodation in Employment for Individuals with Disabilities](#)
[HR Policy 2021-0012 Nondiscrimination, Anti-Harassment & Inappropriate Conduct Policy & Reporting Procedures](#)
 DAJD Policies: [1.01.001 - Code of Conduct](#)
[6.01.012 - Accommodating Residents with Disabilities](#)
[6.04.003 - Resident Rights and Privileges](#)

Definitions

Anti-racist: Someone who is supporting an anti-racist policy through their actions or expressing anti-racist ideas. This includes the expression of ideas that racial groups are equals and do not need developing and supporting policies that reduce racial inequity.

Belonging: Individual well-being is considered and your ability to design and give meaning to society's structures and institutions is realized. More than tolerating and respecting differences, belonging requires that all people are welcome with membership and agency in the society.

Equity Engagement Team: Department-wide team consisting of frontline employees and individual contributors that have participated in equity training and are dedicated to pro-equity and anti-racist principles.

Equity Leadership Team: Department-wide team consisting of individuals with positional authority to provide oversight of the implementation of the Equity Action Plan, that have received equity training and have a demonstrated commitment to pro-equity and anti-racist principles.

Equity Impact Review (EIR): A rigorous analytical process to evaluate the potential unintended impacts of projects, systems and/or policies to various populations across characteristics and dimensions (race/ethnicity, socio-economic, income, etc.).

Equity Lens: A perspective or framework used to critically examine policies, practices, programs, and decisions to ensure they promote fairness and inclusion. It involves intentionally considering how different groups, particularly those who are marginalized or disadvantaged, may be affected by a given action or decision.

Inclusion: The action or state of including or of being included within a group or structure. More than simple diversity and numerical representation, inclusion involves authentic and empowered participation and a true sense of belonging.

Pro-Equity: Being pro-equity means changing unfair systems of privilege and oppression that have led to inequitable decision-making processes and the uneven distribution of benefits and burdens in our communities.

Resources

[Equity Lens | University Policy Library \(umn.edu\)](https://umich.edu/policy-library)

[Sense of Belonging | Cornell University Diversity and Inclusion](https://cornell.edu/diversity-inclusion)

[Home | Othering & Belonging Institute \(berkeley.edu\)](https://berkeley.edu/othering-belonging)

[Fundamentals, Core Concepts \(racialequitytools.org\)](https://racialequitytools.org)

A. Composition of Teams

1. There shall be two teams, an Equity Engagement Team and an Equity Leadership Team. Each team will be comprised of at least one volunteer representative and one designated volunteer alternate from each division.
2. The teams shall recruit new membership for all roles at least every two years.
 - a. When the minimum membership number is not met in any one voluntary employee division member role, then recruitment in that division shall open and continue until filled.
 - b. Participation from individuals with diverse backgrounds and experiences, including demographic and shift experience, will be encouraged. Teams shall also endeavor to ensure diverse perspectives are sought beyond the representation of the team members.
 - c. Selection of new membership shall be made through a panel from the currently serving teams, Appointed Membership, Chair, and an Equity Leadership Team member.
 - d. Group participation must be approved by Division leadership in consideration of the impact on operations.

3. The Equity, Inclusion, and Belonging (EIB) Manager is the sole appointed and standing member designated by the Director with appropriate authority to provide oversight to the work of both teams.
4. Others may be included as non-member stakeholders and may receive an agenda and regular invitation with elective attendance. Examples include representatives from OERSJ, or others designated by the Department Director or Deputy Director.

B. Roles and Responsibilities

1. Division leadership is required to accept, provide meaningful review, and provide written notification to the teams on the final decision or plan of action in response to a written recommendation.
2. Each team shall normally meet at least every other month, at times and County work locations determined by the group.
3. Each team shall select a Chair. The Chair is the lead member of the team and shall:
 - a. Ensure member compliance with the Equity Teams policy.
 - b. Maintain a current roster, schedule meetings, and set the agenda.
 - c. Facilitate review and approval of all teams' work products, distribute work beyond the team as appropriate.
 - d. Coordinate with the DAJD training unit to ensure all members receive necessary training prior to attending a meeting.
4. Each team shall have a Secretary. The Secretary shall:
 - a. Support the Chair in coordination of the teams.
 - b. Record and retain meeting minutes, which shall include attendance, topics discussed, and action items.
 - c. Ensure meeting minutes are posted on the DAJD employee SharePoint site.
5. The teams' members shall:
 - a. Complete all required training for all forms of membership.
 - 1) Training shall, at a minimum, include a review of DAJD and County policies related to equity, discrimination, and confidentiality as well as advanced principles of ESJ.
 - b. Attend any scheduled team meetings. When unable to attend, they will notify their designated alternate member to attend.
 - c. Maintain confidentiality and duty to report in accordance with agency policies. Such policies shall be reviewed to affirm understanding.
 - d. Membership identity will be distributed to all agency staff and posted on the DAJD employee SharePoint site.
 - e. Failure to consistently meet the above expectations may be cause for removal from the committee.

C. Team Expectations

1. The scope of work may include recommendations following review of DAJD programs, policies, procedures, trainings, and other practices that may impact equitable outcomes for DAJD employees, persons in DAJD custody and under department supervision, and community members impacted by DAJD operations.
2. Teams' expectations shall include:
 - a. Staying informed on DAJD equity data, risks, and correctional industry best practices.
 - b. Soliciting diverse input on equity issues from DAJD employees and persons in custody, providing deep listening.
 - c. Providing DAJD staff with meaningful knowledge of equity actions and outcome

- at DAJD as a mechanism for communication and accountability.
 - d. Increasing employee engagement and participation in DAJD and County equity initiatives.
 - e. Responding to DAJD requests for equity subject matter expert consultation to apply an equity lens to their work.
 - f. Advising divisions on when to deploy equity impact reviews to evaluate the equity outcomes of agency policies or programs and make recommendations to appropriate DAJD entities for action.
 - g. Increasing educational and communication opportunities for DAJD staff to deepen their own equity work.
3. The Director may assign or approve additional teams' deliverables as needed.